



Vice President Students

Elections 2019

Job Description

The University of the Fraser Valley Student Union Society (SUS) is a BC Not-For-Profit Society representing and serving our UFV student members. The SUS manages the Student Union Building and facilities a number of services such as the UFV Shuttle Bus, food services, student advocacy, financial aid, events, in addition to clubs and associations support. As the official representative body of UFV students our mission is to create a strong, unified student voice and to provide innovative and valuable services to its members by advocating on behalf of and collaborating with the Student Body, UFV, and the community.

SUS Vice President Students

Work Schedule: Minimum 30 hours weekly, of which a minimum of 22 hours must be done at UFV

Reporting to: President & SUS Board of Directors

POSITION DESCRIPTION

The Vice President Students is a public-facing role involved in student program and development within UFV, and with frequent collaboration with various partners in post-secondary education. The Vice President Students provides strategic oversight to the development of programs designed to provide educational outcomes and to build community on campus. The Vice President Students works closely with the SUS staff who are responsible for event management, event risk management, contracts, purchasing, and program/event marketing. The Vice President Students is responsible for volunteer recruitment. The position must be filled by a current student of UFV who will be enrolled in at least one three-credit course in the Fall and Winter semesters.

Note: This is an intensive and demanding role, which requires complete commitment for the entire term of office.

RESPONSIBILITIES AND DUTIES OF THE VICE PRESIDENT STUDENTS

The Vice President Students has specific responsibility for a variety of functions, including but not limited to the following:

- Represent SUS on various University committees connected with student programming.
- Represent the SUS to local community groups and partners where there are opportunities for collaboration in the provision of educational and wellness programming.
- Provide strategic oversight as to the Society's programming and events using the "wellness wheel" and CAS learning outcomes as a guide for the type of programs and events being offered by SUS.





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- Assist the Executive Director in determining the allocation of programming and event funds in the SUS's annual budget.
- Work to develop engagement and interaction with the membership in general, and oversee the execution of elections or referenda.
- Provide strategic direction to staff managing the tactical execution of programs and events.
- Assume the duties of the President for absences of less than one week; and
- Perform other duties, as may be required for the Society to achieve its mission, vision, and goals.

GENERAL RESPONSIBILITIES AND DUTIES OF THE EXECUTIVE:

The Vice President Students, in conjunction with other Executives, has responsibility for a variety of functions, including but not limited to the following:

- To oversee the day-to-day operations, administration, and management processes of the Society in conjunction with the Executive Director;
- Develop individual Executive Goals Plans in accordance with the SUS Strategic Plan and the approved Annual SUS Budget, and ensure the completion of all goal plan items;
- Provide a report of recent activities to the Board at each Board meeting, including all significant information which may affect the Society operations or its Membership, and all portfolios under the Executive's position;
- Present an annual end-of-term report to the Board before leaving office;
- Act as a liaison between the Society staff and the Board, and prepare any reports on office staff matters;
- Sit on the Executive Committee;
- Continually review strategic and other plans of the Society, ensure completion of benchmarks, and revise as appropriate;
- Act as a signatory for the Society on official documents, contracts, and other matters;
- Review all contracts on behalf of the Society with the Executive Director;
- Coordinate the investments of the Society with the Executive Director;
- Provide input regarding programming and events to the SUS annual operating budget generated by the Executive Director for presentation to and approval by the Board.
- Keep current on the goals, concerns, and needs of the Membership, including education trends and other matters which may affect the Membership in the future;
- Maintain, develop, foster, relationships with UFV and other partners in post-secondary education;
- Perform critical analysis of UFV, or other institutions involved in post-secondary education; and
- Transition the incoming Executive in accordance relevant governing policy and procedures.

ASSETS





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- Preferred assets would include prior training (i.e. R.A.) or education in student affairs issues in the areas of leadership development, student development theory, student wellness issues and programs, student accessibility needs, and campus sexual violence issues and mitigation programs;
- Preferred assets would include prior training or education or lived experience regarding cultural fluency, diversity programming, gender equality, LGBTQ2 programming, and programming for first generation students and indigenous students;
- Professional work ethic, exercising of good judgement, tact, initiative, and high degree of professionalism;
- Must work with and treat all people respectfully and equally;
- Willingness to learn and develop professional skills;
- Excellent written and oral communication, large-scale public speaking;
- Personable nature, able to interact with many different character types;
- Highly organized and attentive to detail;
- Ability to effectively supervise and manage staff and volunteers, and assess performance;
- Strong critical thinking and logic-based decision analysis;
- Working both independently and cooperatively as part of a team, and in non-traditional work environments and schedules;
- Consistent work ethic throughout the entire year, and committed to remaining in the position for the entire year;
- Able to maintain confidentiality of sensitive information; and
- Working knowledge of the Microsoft Office suite.

ELECTION PROCEDURE

The position of Vice President Students is elected through the annual SUS General Elections. Please see the Elections Policy for more information.





RESPONSIBILITIES OF A BOARD MEMBER

Purpose

This policy lists the responsibilities and duties of all members of the SUS Board of Directors.

Legal Duties

Fiduciary Duty

1. Make decisions about the financial, legal, and ethical obligations that the organization must fulfill.
2. Act honestly, in good faith, and in the best interests of the Society.
3. Look to the long-term interests of the Society, a duty that will vary with the situation at hand.
4. The duty to treat individual stakeholders affected by the Society's actions equitably and fairly.
5. Consider what is in the best interests of members, employees, creditors, consumers, governments, and the environment to inform their decision;
6. Act in the best interests of the corporation in a fair manner commensurate with the corporation's duties as a responsible corporate citizen;
7. Not make decisions where one set of interests, for example the interests of members, prevail over another set of interests;
8. It is the primary function of the director to do what is in the best interests of the Society in any particular situation.

Duty of Care

1. Ensure the organization has the resources that it requires.
2. Be prepared for and attend board meetings.

Duty of Loyalty

1. Put the organization's interests above your own.
2. Avoid and report conflicts of interest that you may have.

Statutory Duties

1. Ensure compliance with bylaws and legal filings.





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Responsibilities

1. Ensure the organization has a clear mission and that all organizational activities are in support of the mission.
2. Support the most senior staff member and ensure effective senior leadership of the organization.
3. Protect and steward the organization's assets; ensure financial and non-financial risks are mitigated.
4. Ensure that the organization has sufficient resources to carry out its mission.
5. Be ambassadors by ensuring that the organization's mission and work is shared widely and consistently.

Ethics and Principles

1. A Director must act honestly and in good faith exercising oversight with diligence, prudence, and the care that reflects you are acting in the best interests of the Society.
2. A Director who has personal interests or has relationships with people with personal interests in any Society business, contracts, legal positions, policies, transactions, or strategic decisions must fully and promptly disclose the nature and extent of their conflict of interest to the Board as a whole.
3. A Director must understand and accept that the role of the Society's Board is to act as an oversight body, and is not involved in day-to-day operations, administration, or management processes.
4. A Director must behave respectfully and professionally toward other board members, student union staff, and members both publically and privately (this includes all forms of media such as news articles and social media platforms).
5. Directors may speak freely at Board meetings, but once the Board has made a decision, the Director must unequivocally support those decisions.
6. Directors must recognize and respect the fact that the President is the primary spokesperson for The Society and is the only person authorized to speak for the Board or the Society.
7. Directors are expected to attend and participate in all Board and General Meetings and miss no more than three (3) Board meetings in a year.
8. Directors must work within the approved SUS budget.
9. Directors are expected to acquire a working knowledge of the BC Societies Act, the SUS Bylaws and Policies, Robert's Rules, and any other items governing the business of the Society.

